



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

NSHSBETHINST 5040.1G  
22

06 DEC 2001

NSHS BETHESDA INSTRUCTION 5040.1G

From: Commanding Officer

Subj: MATERIAL (ZONE) INSPECTION PROGRAM

Ref: (a) U. S. Navy Regulations, 1990  
(b) OPNAVINST 3120.32C  
(c) OPNAVINST 5100.23E

Encl: (1) Schedule of Inspecting Officers  
(2) Zone Inspection Check List

1. Purpose. To establish guidelines and scheduling criteria for conducting Zone Inspections and reporting material and/or security discrepancies or deficiencies at the Naval School of Health Sciences, Bethesda.

2. Cancellation. NSHSBETHINST 5040.1F

3. Discussion. In accordance with references (a through (c) zone inspections will be conducted to ensure:

a. Basic physical security measures and safety precautions are adhered to.

b. Equipment is operational, properly maintained/utilized, and safeguarded from damage/loss/theft.

c. Zone Inspections shall ensure the highest standards of cleanliness and preservation are maintained throughout the command.

4. Inspecting Officers. All Command Duty Officers (CDO) and Officers of the Day (OOD), (E6 or above) will inspect all areas assigned as indicated in enclosure (1).

5. Action.

a. Formal Zone Inspections will commence at 0800 on the first and second working Tuesday of each month as indicated per enclosure (1).

b. Zone Inspections shall be conducted and discrepancies documented utilizing enclosure (2). The results will be forwarded to the Department Head, Operating Management (OPMAN) within two working days. After review by the Operating Management Department, copies will be forwarded to the Safety Officer, and the Department Head of each of the areas inspected which require corrective action. Any security discrepancies will be forwarded to the Command Security Officer. All inspection teams will utilize a copy of the previous inspection report to assist them in their efforts.

c. The inspection team for Zones A, B, C, and D will meet at the quarterdeck of Building 1, T-18 at 0745 on the day of inspection. The following personnel will comprise the inspection team:

- (1) Designated Inspecting Officer (CDO & OOD)
- (2) Recorder (JOOD)

## 6. Responsibilities.

### a. Department Heads

(1) Take immediate action to correct any safety violations identified during the inspection and correct all other discrepancies upon receipt of enclosure (2). Submit a request to OPMAN to initiate work requests for discrepancies which require assistance from the Base Public Works Department (PWD). Submit a memorandum indicating action taken on all discrepancies reported during the zone inspection to OPMAN, no later than the 20<sup>th</sup> of the month in which the Zone Inspection was conducted.

(2) Ensure all spaces are open and accessible for inspection and that a department representative is available to accompany the inspection team.

### b. The Operating Management Department will:

(1) Initiate action on all discrepancies requiring a work request or trouble call. Safety discrepancies shall be acted on immediately through the OPMAN Department with technical assistance from the Safety Officer. All documented safety discrepancies and corrective action shall be forwarded to the

Safety Officer for record purposes.

(2) Track all trouble calls and work requests, and take appropriate action. Ensure all safety related items are handled expeditiously. Ensure non-safety related items are assigned a tracking number for processing through the Base Civil Engineering/Public Works Center (PWC).

(3) Provide a copy of the Zone Inspection with corrective action for review and approval by the Commanding Officer.

(4) Forward a copy of all documentation relating to safety items to the Safety Officer and provide updates on existing safety trouble calls and work requests monthly.

c. Safety Officer

(1 Assist OPMAN and Department Heads as needed

(2) Ensure documentation for all safety discrepancies are maintained for record and reporting purposes.

(3) Monitor all unresolved safety items on a daily basis and make recommendations on safety items to the Commanding Officer.

d. Security Officer

(1) Assist Department Heads in addressing any security discrepancies or concerns.

(2) Monitor unresolved security concerns and make recommendations to the Commanding Officer.



D. S. WADE

Distribution:  
List II

## SCHEDULE OF INSPECTING OFFICERS

Zone A BLDG 1, Floors 7, & 12-18  
 Zone B Academic Directory T-1.  
 Zone C BLDG 5, Medical Media Productions Department and BLDG 4-6,  
 Medical Visual Media and Medical Photography Department.  
 Zone D BLDG 141- NMCOD Spaces.

<u>Month</u>	<u>Day</u>	<u>Zone</u>	<u>Inspector</u>
	First Tuesday	A	CDO
	First Tuesday	B	OOD
	Second Tuesday	C	CDO
	Second Tuesday	D	OOD
	First Tuesday	A	OOD
	First Tuesday	B	CDO
	Second Tuesday	C	OOD
	Second Tuesday	D	CDO
MAR	First Tuesday	A	CDO
	First Tuesday	B	OOD
	Second Tuesday	C	CDO
	Second Tuesday	D	OOD
	First Tuesday	A	OOD
	First Tuesday	B	CDO
	Second Tuesday	C	OOD
	Second Tuesday	D	CDO
MAY	First Tuesday	A	CDO
	First Tuesday	B	OOD
	Second Tuesday	C	CDO
	Second Tuesday	D	OOD
	First Tuesday	A	OOD
	First Tuesday	B	CDO
	Second Tuesday	C	OOD
	Second Tuesday	D	CDO
	First Tuesday	A	CDO
	First Tuesday	B	OOD

Second Tuesday	C	CDO
Second Tuesday	D	OOD
First Tuesday	A	OOD
First Tuesday	B	CDO
Second Tuesday	C	OOD
Second Tuesday	D	CDO
First Tuesday	A	CDO
First Tuesday	B	OOD
Second Tuesday	C	CDO
Second Tuesday	D	OOD
First Tuesday	A	OOD
First Tuesday	B	CDO
Second Tuesday	C	OOD
Second Tuesday	D	CDO
First Tuesday	A	CDO
First Tuesday	B	OOD
Second Tuesday	C	CDO
Second Tuesday	D	OOD
First Tuesday	A	OOD
First Tuesday	B	CDO
Second Tuesday	C	OOD
Second Tuesday	D	CDO

FISCAL YEAR & QUARTER: \_\_\_\_\_  
INSPECTION DATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

## FIRE & EVACUATION

	Yes	No	N/A
1. Is the Fire Bill and Evacuation Plan posted?			
2. Are fire extinguishers present and inspected by the fire department monthly?			
3. Are all fire extinguishers, manual fire alarms, fire hoses, and fire blankets marked and easily accessible?			
4. Is there a sprinkler system present in all storage areas?			
5. Is the storage at least 18" (in all directions) from the sprinkler heads?			
6. Are lighted fire exit signs lit and free from obstruction?			
7. Are fire exits doors: <ul style="list-style-type: none"> <li>a. Marked "FIRE EXIT -KEEP CLOSED"?</li> <li>b. Kept closed if not held open by a magnetic devices?</li> <li>c. Self-closing?</li> <li>d. Are doors that can be mistaken for an exit marked "NOT AN EXIT"?</li> <li>e. Are fire exits that are not readily visible, designated by "FIRE EXIT" signs with arrow pointing to exits?</li> </ul>			
<b><u>REMARKS:</u></b>			

**GENERAL HOUSEKEEPING & FIXTURES**

	Yes	No	N/A
1. Are passageways, storerooms, and offices kept clean, orderly, and in a sanitary condition?			
2. Floors, walls, ceilings, and windows			
a. Are floors, holes and opening covered or guarded at all times?	—	—	—
b. Are floors kept clean and dry?	—	—	—
c. Are walking surfaces clear of tripping hazards? (i.e. electrical cords, telephone wires, hoses, etc.)	—	—	—
d. Are floors in good state or repair? (i.e. no missing, torn, damaged, raised, or cracked tiles; rugs are free from tears, cuts, loose threads, etc.)	—	—	—
e. Are aisles and corridors clear and unobstructed by chairs, beds, carts, furniture and equipment?	—	—	—
f. Are all obstacles that could present a possible physical hazard marked by black and yellow tape?	—	—	—
g. Are windows free of cracks, breaks and shatters?	—	—	—
h. Are all areas kept free of accumulated materials that create fire and explosion hazards and pest harborage?	—	—	—
i. Have work orders been submitted to repair damage/broken items?	—	—	—
3. Are ceilings and walls free of holes? (all ceiling tiles present)	—	—	—
4. Is there good air ventilation and circulation?	—	—	—
5. Is there proper lighting in workspaces?	—	—	—
6. Is there a Material Safety Data Sheet (MSDS) on file for each hazardous material used or stored?	—	—	—
7. Are there any safety violations?	—	—	—
8. Are stairwells clear of storage?	—	—	—
9. Electrical			
a. Are electrical wall outlets in good working order?	—	—	—
b. Do all three-prong plugs on electrical equipment have all three prongs to maintain a ground?	—	—	—
c. Is the use of electrical "Cheater Plugs", multiple outlet adapters and extension in use?	—	—	—
10. Safety			
a. Are Directors/Division Officer conducting monthly safety walk through inspections?	—	—	—
b. Are all assigned personnel wearing Staff ID badges?	—	—	—